



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
1000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-1000

SECNAVINST 5430.7M  
AAUSN (SPD)  
21 December 1998

SECNAV INSTRUCTION 5430.7M

From: Secretary of the Navy

Subj: ASSIGNMENT OF RESPONSIBILITIES TO AND AMONG THE CIVILIAN  
EXECUTIVE ASSISTANTS TO THE SECRETARY OF THE NAVY

Ref: (a) U.S. Navy Regulations, 1990

1. Purpose. To assign Department-wide responsibilities for administration of the Department of the Navy (DON) to and among the Civilian Executive Assistants to the Secretary of the Navy (SECNAV). This instruction has been substantially revised and should be reviewed in its entirety.

2. Scope. The Civilian Executive Assistants are the Under Secretary of the Navy, the Assistant Secretaries of the Navy, and the General Counsel of the Navy.

3. Cancellation. SECNAV Instruction 5430.7L.

4. General. Reference (a) assigns basic responsibilities for the administration of the DON to the Civilian Executive Assistants and Staff Assistants under the SECNAV. The Secretary will assign Department-wide responsibilities for areas which are essential to the efficient administration of the DON to and among the Civilian Executive Assistants. The SECNAV will retain direct control of these and related policy matters, including the establishment of fundamental policies and the issuance of such orders and directives as are deemed necessary. This will normally include, but is not limited to, matters that are beyond the scope of the responsibility assigned to an individual member of the Department's executive administration. In addition, the Secretary will exercise immediate supervision of the Office of Program Appraisal, Naval Inspector General, Judge Advocate General and Chief Information Officer.

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5. Assignment of Common Responsibilities. Within the area of responsibility, as assigned by paragraph 6, each Civilian Executive Assistant is the principal civilian advisor and assistant to the SECNAV on the administration of the affairs of the DON. In carrying out these duties, the Civilian Executive Assistants shall do so in consonance with the responsibilities of the Chief of Naval Operations (CNO) and the Commandant of the Marine Corps (CMC), as prescribed in 10 U.S.C. § 5033, § 5043, and reference (a). Civilian Executive Assistants are authorized and directed to act for SECNAV within their assigned areas of responsibility. Under the direction, authority, and control of the SECNAV, they have the following common responsibilities within their assigned areas:

- a. Review and evaluation of actions regarding program development and execution.
- b. Formulation, development, and issuance of management policies, systems, procedures, standards, or decisions that are necessary for effective administration.
- c. Formulation of recommendations on fundamental policies, orders, or directives for issuance by SECNAV, in accordance with paragraph 4, which are considered necessary for the effective administration of the Department, and beyond the scope of their individual responsibilities.
- d. Supervision of the offices and organizations as assigned by the Secretary.
- e. Performance of other duties as assigned by the Secretary.

6. Assignment of Areas of Responsibility. The following areas of responsibilities are hereby specifically assigned in addition to such other duties as may be assigned from time-to-time by the Secretary:

- a. Under SECNAV is designated as the deputy and principal assistant to the Secretary of the Navy, and acts with full authority of the Secretary in the general management of the DON.

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b. Assistant SECNAV (Financial Management and Comptroller) (ASN(FM&C)) is the Secretary's principal financial advisor, responsible for all matters relating to financial management and comptrollership within DON. Under 10 U.S.C. § 5025, and the direction of SECNAV, ASN(FM&C) directs and manages financial management activities and operations of DON. These include:

(1) Supervising and directing the preparation of budget estimates;

(2) Approving and supervising financial management and asset management systems;

(3) Carrying out the responsibilities delegated to DON by the Under Secretary of Defense (Comptroller) including the functional areas of:

(a) Budget (formulation, justification and execution);

(b) Financial operations (policy, funds control/distribution, and financial statement certification); and

(c) Cost analysis for current or planned investments.

(4) Providing an independent capability to estimate the life-cycle costs of major weapons systems and automated information systems and to evaluate return on investment intended to facilitate operating efficiencies;

(5) Guiding, directing and coordinating the education, training, and career development of financial management personnel.

c. Assistant SECNAV (Manpower and Reserve Affairs) (ASN(M&RA)) is responsible for the overall supervision of manpower and reserve component affairs of DON including policy

and administration of affairs related to military (active and inactive) and civilian personnel. These include:

(1) Developing, administering, and evaluating all programs and policies relating to civilian personnel management and equal employment opportunity for appropriated and non-appropriated fund employees including:

(a) Recruitment, classification, retention, downsizing, labor and employee relations, pay, benefits, quality of worklife, affirmative employment, employee development and training;

(b) Civilian human resources information systems;

(c) Regionalized civilian human resources services;

(d) Rendering final agency decisions on employee discrimination complaints; and

(e) Executing the senior executive personnel program.

(2) Developing and administering all policies and programs pertaining to family members of DON military personnel, drug and alcohol abuse and demand reduction, family advocacy, and programs designed to enhance the quality of life of all military personnel;

(3) Supervising the execution of medical and health programs throughout DON;

(4) Supervising DON assistance to Federal programs for drug interdiction;

(5) Developing and implementing policy of Core Values, character, ethics, leadership, equal opportunity issues, and gender integration and related issues;

(6) Conducting secretarial review of the action of the general court-martial authority on complaints of wrong against commanding officers or other superiors, under Article 138,

Uniformed Code of Military Justice, and Article 1150 of reference (a).

d. Assistant SECNAV (Research, Development and Acquisition) (ASN(RD&A)) is the official with sole and full-time responsibility for the Department's acquisition functions and, as such, is responsible for establishing Department-wide policies for all research, development and acquisition matters. These include:

(1) Serving as the Navy Acquisition Executive with responsibility for supervising the performance of the Navy's acquisition system;

(2) Serving as the Navy Senior Procurement Executive;

(3) Providing oversight of the Navy's international research, development and acquisition efforts including:

(a) Security assistance;

(b) International cooperation;

(c) Technology transfer; and

(d) Arms control agreement implementation and compliance;

(4) Nominating personnel to SECNAV for selection as Program Executive Officers and major program managers, after coordinating with CNO or CMC;

(5) Providing oversight of those management and technical activities needed to ensure that integrated logistics support is established to support new systems and system upgrades to required levels of operational effectiveness;

(6) Managing science and technology (Research, Development, Test and Evaluation (RDT&E) funding categories 6.1, 6.2, and 6.3);

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(7) Providing acquisition workforce management and career development.

e. Assistant SECNAV (Installations and Environment) (ASN(I&E)) is responsible for the formulation of Department-wide policies and procedures, and for overseeing all DON functions and programs relating to the following:

(1) Planning and restoration ashore and afloat, environmental protection, and natural and cultural resources conservation;

(2) Acquiring, utilizing and disposing of real property, housing, and other facilities, including all planning connected therewith;

(3) Constructing, operating, managing, maintaining, and repairing installations, housing, and other facilities;

(4) Ensuring the timely completion of closures and realignments of installations under applicable base closure laws to promote efficient and prompt reuse by and economic redevelopment of the affected local communities;

(5) Analyzing operational and long-range basing and infrastructure requirements;

(6) Ensuring the safety and occupational health for both military and civilian personnel.

f. General Counsel of the Navy is the Chief Legal Officer of the Navy and heads the Office of the General Counsel. The legal opinions issued by the General Counsel are the controlling legal opinions within DON. General Counsel is responsible for:

(1) Providing or supervising the provision of legal advice and services to SECNAV and the Civilian Executive Assistants on all matters affecting DON;

(2) Providing or supervising the provision of legal services in subordinate commands, organizations, and activities

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in the areas of business and commercial law, real and personal property law, intellectual property law, fiscal law, civilian personnel and labor law, environmental law, and, in coordination with the Judge Advocate General, such other legal services as may be required to support the mission of the Navy and the Marine Corps, or the discharge of the General Counsel's responsibilities as described in this instruction; and

(3) Conducting litigation involving the areas enumerated in subparagraph 2 above and oversight of all litigation affecting the Department.

The responsibilities assigned to the General Counsel by this instruction do not affect determinations required by law to be made by the Judge Advocate General.

7. Assignment of Individual Responsibilities. In addition to the common responsibilities and the responsibilities for their respective areas, as assigned above, the individual responsibilities of the Civilian Executive Assistants include, but are not limited to, the following:

a. Under SECNAV is responsible for:

(1) Internal Audit (through the Office of the Auditor General);

(2) Managing the DON Senior Executive Service Program and setting overall policy regarding executive positions and personnel;

(3) Internal Support to the Secretariat and Staff Offices (through the Assistant for Administration);

(4) Supervising the Chief of Information;

(5) Supervising the Chief of Legislative Affairs;

(6) Supervising the Director, Small and Disadvantaged Business Utilization; and

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(7) Supervising the Deputy Under Secretary of the Navy (Institutional Strategic Planning).

b. ASN(FM&C) is responsible for:

(1) Liaison with the Under Secretary of Defense (Comptroller) and with Assistant Secretaries of Defense, as appropriate and relevant, in matters of mutual concern;

(2) Liaison with the General Accounting Office, the Office of Management and Budget, and the Inspector General of the Department of Defense on financial matters;

(3) Liaison with the Defense Finance and Accounting Service (DFAS) on matters relating to financial accounting, disbursing (finance), and related automated system support;

(4) Providing technical guidance for the Office of the Auditor General, as appropriate;

(5) Supervising the Director, Naval Center for Cost Analysis; and

(6) Supervising the Director, Naval Financial Management Career Center.

c. ASN(M&RA) is responsible for:

(1) Liaison with the Under Secretary of Defense (Personnel and Readiness), the Assistant Secretaries of Defense for Force Management Policy, Reserve Affairs and Health Affairs, and other Assistant Secretaries of Defense, as appropriate and relevant in matters of mutual concern; and

(2) Overseeing the:

(a) Naval Council of Personnel Boards (Naval Discharge Review Board, Naval Physical Disability Review Board, Naval Clemency and Parole Board, Physical Review Council, Central Physical Evaluation Board);



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- (b) Board for Correction of Naval Records;
- (c) Board of Decorations and Medals;
- (d) National Naval Reserve Policy Board;
- (e) Marine Corps Reserve Policy Board;
- (f) Secretary of the Navy Advisory Committee on Retired Personnel;
- (g) Standing Committee on Military and Civilian Women in the DON;
- (h) Standing Committee on Alcohol Abuse Prevention and Alcohol Use Deglamorization; and
- (i) Human Resources Service Delivery Board of Directors.

d. ASN(RD&A) is responsible for:

- (1) Liaison with the Under Secretary of Defense for Acquisition and Technology and with Assistant Secretaries of Defense, as appropriate and relevant, in matters of mutual concern;
- (2) Co-chairing the Technology Transfer and Security Assistance Review Board, and serving as the Navy implementation and compliance manager for arms control agreements;
- (3) Supervising the Chief of Naval Research;
- (4) Supervising the Director, Navy International Programs Office; and
- (5) Supervising the Systems Command Commanders, Program Executive Officers, and Direct Reporting Program Managers.

e. ASN(I&E) is responsible for liaison with the Deputy Under Secretary of Defense (Environmental Security), the Deputy Under

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Secretary of Defense (Industrial Affairs and Installations) and Assistant Secretaries of Defense, as appropriate and relevant, in matters of mutual concern.

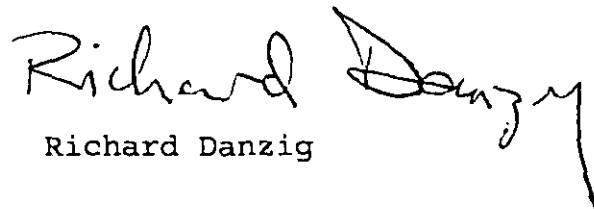
f. General Counsel of the Navy is responsible for:

(1) Supervising attorneys within the Office of the General Counsel, including the authority to appoint, assign, promote, evaluate the performance of, and remove attorneys in the Office of the General Counsel;

(2) Counterintelligence, security, law enforcement and related investigative activities;

(3) Exercising position management authority; and

(4) Serving as the Designated Agency Ethics Official of the DON.

  
Richard Danzig

Distribution:

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